

JOB DESCRIPTION

JOB TITLE: Director of Social Services

GRADE: 22

JOB CODE: 2404

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction, plans, directs, organizes, and supervises a social service program to meet the social needs of patients being served by the local health department. The position would be primarily for a health department large enough in scope to provide comprehensive social services requiring social worker staff (both entry and senior) and other appropriate staff (primarily supportive and allied health) in meeting the needs of patients being served by a local health department. The incumbent would spend the majority of time (in excess of 80%) in overseeing a complete social service program for the agency. Overseeing would include planning for services, implementing those services, directing and supervising staff to carry out and provide social services, performing administrative and financial management functions, evaluating the effectiveness and efficiency of social service programs, and advising the Director of the agency on social service program(s).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Controls and coordinates the work of employees providing social services to patients receiving services from the agency. Ensure that staff are scheduled according to the requirement of patient loads at the clinic and home setting.

Monitors the status of the social service program through the review of appropriate reports, staff meetings of social service staff and medical staff meetings.

Participates with program staff and administration in the formulation of the annual budget process. Monitors expenditures and revenues for services provided and makes appropriate recommendation for action as necessary.

Evaluates, interprets and applies all policies and procedures relating to the social services program for staff, management, and clients.

Initiates the process for recruitment of staff, interviews applicants as appropriate and makes recommendations for the appointment of and assigns social work staff.

Performs performance appraisal for subordinate supervisory and non-supervisory staff. Counsels employees experiencing problems and initiates appropriate action when indicated.

Meets with civic groups, public officials and the general public to explain program services, policies and regulations.

JOB TITLE: Director of Social Services (continued)

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Attends special training programs, policy meetings at the state and regional sites to maintain current on regulations, program standards regarding social services.

Initiates on-the-job training, staff meetings, employee orientation programs to assist staff in keeping abreast of program requirement.

Advises the director of the agency and other members of the professional staff regarding the social services program policies, eligibility criteria for services and standards.

Provides social services assessment and case management as appropriate.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: This position would require immediate supervision of social service supervisory staff, professional social workers as appropriate, and support staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum Education, Training, and Experience Requirements: Masters degree in Social Work or Psychology. Three years of experience in social work preferably with one year of supervisory experience

or

Bachelors degree in Social Work or Psychology. Four years of experience in social work preferably with one year of supervisory experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.